

Instructions for the Statement of the Case in the Minnesota Court of Appeals

Cov Lus Qhia txog Nqe Lus Teev Rooj Plaub hauv Minnesota Cov Tsev Hais Plaub Txiaiv Txim Dua

These instructions and the *Statement of the Case* form (available at <http://mncourts.gov/CourtOfAppeals.aspx#tab0108Resources>) are provided for the benefit of self-represented litigants, and they conform to the *Statement of the Case* form provided in Rule 133 of the [Minnesota Rules of Civil Appellate Procedure \(Minn. R. Civ. App. P.\)](#). These instructions provide a basic guide through each question on the *Statement of the Case* form. Some questions may require you to complete some basic legal research about your appeal before you can complete them.

Muaj cov lus qhia no thiab tsab ntawv *Nqe Lus Teev Rooj Plaub* (nyob rau ntawm <http://mncourts.gov/CourtOfAppeals.aspx#tab0108Resources>) rau cov neeg sawv cev tam tus kheej hais plaub ntug, thiab lawv yeej haum raws li tsab ntawv *Nqe Lus Teev Rooj Plaub Ntug* uas muaj ntawm Txoj Cai 133 hauv [Minnesota Cov Cai Hais Txheej Txheem Kev Txiaiv Txim Dua rau Laj Mej Pej Xeev \(Minn. R. Civ. App. P.\)](#). Cov lus qhia no cob qhia kev teb rau ib nqe lus nug twg ntawm tsab ntawv *Nqe Lus Teev Rooj Plaub*. Tej zaum koj yuav tau tshawb fawb txog kev cai txiaiv txim dua ua ntej koj yuav teb tau qee cov nqe lus nug kom tiav.

The *Statement of Case* does not determine whether the appellate courts have jurisdiction over your case, but the *Statement of the Case* is important to the proper and efficient processing of the appeal by the appellate courts.

Nqe Lus Teev Rooj Plaub tsis yog txiaiv txim seb lub tsev hais plaub kev txiaiv txim dua puas muaj cai hais koj rooj plaub, tiam sis *Nqe Lus Teev Rooj Plaub* tseem ceeb rau cov tsev hais plaub kev txiaiv txim dua kom lis txoj kev txiaiv txim dua yog thiab zoo.

For additional assistance completing this form, contact the State Law Library at (651) 297-7651. Please note that court employees can give general information about court rules, forms, and procedures, but they cannot give legal advice.

Xav tau kev pab teb tsab ntawv no, hu rau lub Xeev Chaw Qiv Ntawv Lij Choj ntawm (651) 297-7651. Thov faj seeb tias cov neeg ua hauj lwm hauv tsev hais plaub qhia tau tej ncauj lus dog dig txog tsev hais plaub cov cai, cov ntaub ntawv, cov txheej txheem, tiam sis lawv muab tsis tau tswv yim kev cai lij choj.

Case Title (Npe Rooj Plaub)

Write the parties' names, as they appeared on the documents from the district court or agency where your case was decided.

Sau cov tog neeg cov npe raws nkaus li tshwm hauv cov ntaub ntawv tuaj hauv cheeb tsam tsev hais plaub los yog lub koom haum uas txiav txim rau koj rooj plaub.

Case Number (Zauv Cim Rooj Plaub)

Write the case number that your case was assigned in district court or by the agency that made the decision. Write the appellate case number, if you know it already (if not, you can leave it blank).

Sau tus zauv cim rooj plaub uas cheeb tsam tsev hais plaub los yog lub koom haum txiav txim tis rau. Sau tus zauv cim rooj plaub yuav txiav txim dua, yog tias twb paub lawm (yog tsis paub, txhob sau dab tsi rau).

1. Originating Court or Agency (Lub Tsev Hais Plaub los yog Koom Haum Chiv Pib)

Write the name of the district court or agency where the decision was made that you are now appealing. For example, "Hennepin County District Court," or "City of Rochester," or "Department of Employment and Economic Development."

Write the name of the judge, or other decision maker, who made the decision from which you are appealing.

Sau lub cheeb tsam tsev hais plaub los yog lub koom haum uas tau txiav txim uas tam sim no koj thov kom txiav txim dua. Piv txwv, "Hennepin County District Court," los yog "City of Rochester," los yog "Department of Employment and Economic Development."

Sau lub npe ntawm tus kws phua txim, los yog lwm tus neeg txiav txim, uas koj thov kom txiav txim dua.

2. Jurisdictional Statement (Nqe Lus Teev Hom Plaub Ntug)

The “jurisdictional statement” section is intended to provide enough information for the appellate courts to easily determine whether your order or judgment is appealable and whether your appeal was filed by the deadline.

Answer the questions in ONE of the sections:

- Section 2.a. if you are filing an appeal from a district court order
- Section 2.b. if you are filing a certiorari appeal such as an unemployment appeal, or
- Section 2.c. if you are filing any other type of appeal, such as Petition for Prohibition or a Petition for a Writ of Mandamus.

Ntu “nqe lus teev hom plaub ntug” yog kom qhia ncauj lus txaus rau cov tsev hais plaub txiav txim dua ntsuas tau yooj yim tias koj cov lus thov los yog kev txiav txim yeej rov txiav txim dua tau thiab seb koj puas zwm cov ntaub ntawv thov kev txiav txim dua ua ntej hnuv kawg uas kheev zwm.

Teb cov nqe lus nug rau IB ntu twg:

- Ntu 2.a. yog tias koj thov kev txiv txim dua los ntawm cheeb tsam tsev hais plaub cov lus txib
- Ntu 2.b. yog tias koj thov ntawv sau thov txiav txim dua xws li kev txiav txim dua txog nyiaj poob hauj lwm, los yog
- Ntu 2.c. yog tias koj thov lwm hom kev txiav txim dua, xws li Thov Kev Txwv Raws Cai Lij Choj los yog Thov Kev Hais Kom Yog Cai.

2.a.1, 2.b.1, 2.c.1: Statute, rule, or authority authorizing appeal/appellate proceeding (Cai Lij Choj, kev cai, los yog tus muaj cai txiav txim dua/lis txheej txheem txiav txim dua)

You will need to research which statute or rule allows you to file this appeal. Write the name and number of the statute or rule that applies. For example, “Minn. Stat. section 504B.371, subd. 2” or “Minn. R. Civ. App. P. 103.03(a).”

Koj yuav tau tshawb fawb kom paub seb txoj cai lij choj los yog kev cai twg kheev koj thov txoj kev txiav txim dua no. Sau lub npe thiab tus zauv cim txoj cai lji choj los yog kev cai uas muaj feem xyuam rau. Piv txwv, “Minn. Stat. ntu 504B.371, them nqe 2” los yog “Minn. R. Civ. App. P. 103.03(a).”

2.a.2: If you are appealing from a judgment, write the date judgment was entered. If you are appealing from an order, write the date that you were served with the Notice of Filing of that order.

Yog koj thov kev txiav txim dua los ntawm ib txoj kev txiav txim tag lawm, sau hnuv uas tau txiav txim tag los lawm. Yog koj thov kev txiav txim dua los ntawm ib txoj kev txib, sau hnuv uas koj tau txais Tsab Ntawv Faj Seeb ntawm txoj kev txib ntawd.

2.a.3, 2.b.2., 2.c.2: Authority fixing time limit (Muaj cai kho kev txwv sij hawm)

Every type of appeal has a filing deadline, which is a number of days after the order or judgment become final. You will need to research which statute or rule determines the deadline for you to file your appeal. That same statute or rule should also tell you what event or date to count from, in order to calculate your deadline. Write the name and number of the statute or rule that applies.

Txhua hom kev txiav txim dua muaj hnuv kawg rau zwm ntaub ntawv, uas yog cov hnuv tom qab muaj ib txoj kev txib los yog kev txiav txim tiav. Koj yuav tau tshawb fawb kom paub txoj cai lij choj los yog kev cai ntsuas hnuv kawg rau koj zwm ntawv thov kev txiav txim dua. Tib txoj cai lij choj los yog kev cai yuav tsum puav leej qhia tau rau koj qhov xwm txheej los yog hnuv pib xam mus, thiaj li ntsuas tau koj hnuv kawg. Sau lub npe thiab tus zauv cim txoj cai lji choj los yog kev cai uas muaj feem xyuam rau.

2.a.4 and 2.a.5: Motion that tolls appeal time (Kev thov ncuaj sij hawm rau kev txiav txim dua)

Some types of motions (requests to the district court) may “toll” (temporarily stop) the count of days that make up the deadline to your appeal. After a “tolling” motion is decided by a district court order, you would pick up where you left off counting the days that count toward your deadline for appeal. In other words, a “tolling” motion extends your deadline for appeal.

Not all motions “toll,” or extend, your deadline for appeal. If a motion was filed in your case, you may have to do some legal research to determine whether it is the type of motion that “tolls” your deadline for appeal. Only fill out 2.a.4 and 2.a.5 if a motion was filed in your case and a statute or rule states that the type of motion filed in your case “tolls” your deadline for appeal.

Qee hom kev thov (cov kev thov mus rau cheeb tsam tsev hais plaub) yuav "ncuaj sij hawm" (nres ib ntus) rau cov hnuv uas muab xam los ua hnuv kawg rau koj thov kev txiav txim dua. Tom qab lub cheeb tsam tsev hais plaub txiav txim rau kev thov “ncuaj sij hawm”, koj yuav pib suav txij li koj tau ncuaj tseg mus ntxiv rau hnuv kawg rau koj thov kev txiav txim dua. Kom hais ua lwm lo lus ces, kev thov "ncuaj sij hawm" yuav ncuaj hnuv kawg rau koj thov kev txiav txim dua.

Tsis yog tag nrho cov kev thov yuav “ ncuaj sij hawm,” los yog ncuaj hnuv kawg tau rau koj thov kev txiav txim dua. Yog muaj kev thov rau koj rooj plaub, koj yuav tau tshawb fawb kev cai lij choj kom paub seb puas yog hom kev thov uas yuav "ncuaj sij hawm" rau hnuv kawg rau koj thov kev txiav txim dua. Tsuas teb 2.a.4 thiab 2.a.5 yog tias muaj kev thov

rau koj rooj plaub thiab txoj cai lij choj los yog kev cai hais tias hom kev thov rau koj rooj plaub yuav "ncau sij hawm" rau hnub kawg rau koj thov tau kev txiav txim dua.

2.d. Finality of order or judgment (Kev xaus lus txib los yog lus txiav txim)

You cannot file an appeal unless a judgment or order is “final,” meaning that it decided all of the issues that were brought by all parties in the district court. There are some exceptions that would allow an appeal even if the issues have not all been decided.

Koj ua tsis tau ntawv thov kev txiav txim dua tshwj kom yeej xaus lus txiav txim los yog cov lus txib yeej "xaus" lawm, txhais tau tias yeej muaj kev txiav txim txhij rau tag nrho cov teeb meem uas tag nrho cov tog neeg coj mus hais hauv cheeb tsam tsev hais plaub. Muaj qee cov kev tshwj uas yuav kheev muaj kev txiav txim dua txawm tias tsis tau txiav txim txhij rau tag nrho cov teeb meem.

2.d.1. If the judgment or order you are appealing from decided all of the issues or grievances that both parties brought at the district court or agency, then mark “yes.”

Yog tias txoj kev txiav txim los yog lus txib uas koj thov kev txiav txim dua yeej muaj kev txiav txim rau tag nrho cov teeb meem uas ob tog neeg coj mus hais hauv cheeb tsam tsev hais plaub los yog koom haum, ces kos "tau."

2.d.2. Skip this question unless you marked “no” in 2.d.1.

Hla nqe lus nug no tshwj tsis yog koj kos “Tsis tau” rau 2.d.1.

2.d.3. Only answer this question for criminal appeals. If you mark “no,” then write the name and number of the statute or rule that allows you to appeal even if no sentence has been imposed or stayed.

Tsuas teb nqe lus nug no rau cov kev txiav txim dua rau neeg txhaum cai xwb. Yog tias koj kos “Tsis tau,” ces sau lub npe thiab tus zauv cim txoj cai lij choj los yog kev cai uas kheev koj thov kev txiav txim dua txawm tsis muaj kev rau txim los yog tsis raug kaw txim.

3. Type of litigation and any statutes at issue (Hom kev hais plaub ntug thiab tej txoj cai lij choj ntawm qhov teeb meem)

State the general type of appeal you are filing, for example Eviction, Postconviction, Unemployment, Criminal, Civil, etc. Also, write the name and number of any statutes or rules that you already know of that you believe apply to this appeal (for example, “Minn. Stat. section 504B.371, subd. 2” or “Minn. R. Civ. App. P. 103.03(a)”). You may need to research which statutes or rules apply to your appeal.

Teev qhia hom kev txiav txim dua uas koj ua ntawv thov, piv txwv Kev Yuam Tawm Tsev, Kev Rau Txim Tom Qab, Kev Poob Hauj Lwm, Kev Txhaum Cai, Pej Xeem, thiab tej yam li ntawd. Puav leej sau lub npe thiab txoj cai lij choj los yog kev cai uas koj twb paub txog

tias koj ntseeg nws muaj feem xyuam rau txoj kev txiav txim dua no (piv txwv, “Minn. Stat. ntu 504B.371, them nqe 2” los yog “Minn. R. Civ. App. P. 103.03(a)”). Koj yuav tau tshawb fawb seb cov kev cai lij choj los yog kev cai twg muaj feem xyuam rau txoj kev txiav txim dua rau koj.

4. Brief description of issues that were raised in the district court or agency (Piav me ntsis txog cov teeb meem uas tau muab los hais hauv cheeb tsam tsev hais plaub los yog koom haum)

The sections requesting information about the issues raised in the district court or agency and the issues proposed to be raised on appeal are for the court’s information. What you write in these sections does not expand or limit the issues that might be addressed on appeal.

Briefly describe the issues and how those issues were decided in the order from which you are appealing.

For criminal appeals, state whether the conviction was for a felony, gross misdemeanor, or misdemeanor.

Cov ntu nug txog cov teeb meem uas tau muab los hais hauv cheeb tsam tsev hais plaub los yog koom haum thiab cov teeb meem npaj yuav coj los hais hauv kev txiav txim dua yog rau lub tsev hais plaub cov ntaub ntawv. Cov koj sau ntawm cov ntu no yuav tsis nthuav ntau ntxiv los yog txo tsawg cov teeb meem uas yuav muab coj los hais hauv txoj kev txiav txim dua.

Piav me ntsis txog cov teeb meem thiab kev txiav txim rau hauv cov lus txib txog cov teeb meem uas koj xav thov kom txiav txim dua.

Rau cov kev txiav txim dua txog neeg ua txhaum cai, teev qhia seb lub txim phua txhaum yog txim loj felony, txim nrab gross misdemeanor, los yog txim me misdemeanor.

5. Short description of issue you are raising in this appeal. (Piav me me txog qhov teeb meem koj xav hais hauv txoj kev txiav txim dua no.)

Write one or two sentences about the issues and decisions you intend to challenge in this appeal (you may make a more detailed argument in the brief you will be filing later). In your appeal, you can challenge actions taken or decisions made by the judge that you believe were errors, but not actions taken by the other parties.

Sau ib los yog ob kab lus qhia txog cov teeb meem thiab cov kev txiav txim uas koj xav tawm tsam hauv txoj kev txiav txim dua no (koj sau tau lus sib cam ntxaws dua thaum koj ua tsab ntawv xa thov tom qab). Nyob rau hauv txoj kev txiav txim dua rau koj, koj tawm tsam cov kev coj los yog cov kev txiav txim los ntawm tus kws phua txim uas koj ntseeg tias nws tau ua yuam kev, tiam sis tsis yog tawm tsam cov kev coj los ntawm lwm cov tog neeg.

6. Related appeals (Cov kev txiav txim dua uas zoo xws li)

This section is intended to provide the court with more information about the procedural history of the case and to ensure that the court has early notice of other pending related matters, in case consolidation is appropriate.

Ntu no yog qhia ncauj lus ntxiv rau lub tsev hais plaub txog cov keeb kwm txheej txheem ntawm rooj plaub no thiab kom meej tias lub tsev hais plaub paub ua ntej txog lwm cov xwm txheej muaj feem xyuam rau, nyab tsam ho muab sib sau los hais ua ke tau.

6.a. If you know of any other appeals already filed that involve the same case file that you are appealing from, write the appellate file numbers of those appeals here. If you do not know of any other appeals from the same case, write “none” here.

Yog koj paub txog lwm cov kev thov txiav txim dua uas txuam nrog tib rooj plaub koj tab tom thov kev txiav txim dua, sau cov zauv cim cov rooj txiav txim dua ntawd rau ntawm no. Yog koj tsis paub txog lwm cov kev thov txiav txim dua ntawm tib rooj plaub, sau "tsis muaj" rau ntawm no.

6.b. If you know of any other appeals already filed that involve the same issues you are raising in your appeal, write the appellate file numbers here. If you do not know of any other appeals raising the same issues as your case, write “none” here.

Yog koj paub txog lwm cov kev thov txiav txim dua uas txuam nrog tib co teeb meem koj tab tom yuav hais hauv kev txiav txim dua, sau cov zauv cim cov rooj txiav txim dua ntawd rau ntawm no. Yog koj tsis paub txog lwm cov kev txiav txim dua txog tib co teeb meem, sau "tsis muaj" rau ntawm no.

7. Contents of record (Cov ntaub ntawv khaws cia)

In addition to the parties’ briefs, the “district court record” is the only information that the Court of Appeals considers in an appeal. The district court record includes documents filed

in the district court and evidence used in the hearings before the district court judge or housing court referee.

The district court record might also include a **transcript** of the hearing(s) before the district court judge. A **transcript** is a typed copy of what all of the witnesses, parties, and the judge said at your hearing.

You may not give new evidence on appeal without first getting permission from the Court of Appeals. The Court of Appeals generally does not accept new evidence.

Ntxiv rau cov tog neeg 'cov lus meej, lub "cheeb tsam tsev hais plaub cov ntaub ntawv" tsuas yog tib co ncauj lus uas Cov Tsev Hais Plaub Txiav Txim Dua muab los xam hauv txoj kev txiav txim dua. Lub cheeb tsam tsev hais plaub cov ntaub ntawv yuav muaj xws li cov zwm rau hauv cheeb tsam tsev hais plaub thiab cov pov thawj uas siv rau hauv cov rooj sib hais ntawm cheeb tsam tsev hais plaub tus kws phua txim los yog tus neeg hais txim hauv tsev hais plaub.

Lub cheeb tsam tsev hais plaub cov ntaub ntawv yuav puav leej muaj **ntawv teev rooj sib hais** rau (cov) rooj sib hais ntawm cheeb tsam tsev hais plaub tus kws phua txim. Daim **ntawv teev rooj sib hais** yog muab tag nrho cov neeg tim khawv, cov tog neeg, thiab tus kws phua txim cov ncauj lus sib hais hauv koj lub rooj sib hais sau rau hauv ntawv.

Koj yuav muab tsis tau pov thawj tshiab ntxiv rau txoj kev txiav txim dua tshwj tsis yog koj tau kev tso cai los ntawm Cov Tsev Hais Plaub Txiav Txim Dua. Feem ntau Cov Tsev Hais Plaub Txiav Txim Dua yuav tsis kam txais cov pov thawj tshiab.

7.a. You will need to decide whether you need to order a transcript in order for the appellate courts to decide the issues you are raising in your appeal. Generally, if you want the appellate courts to consider anything that was said at any hearing before the district court or agency, you will need to order a transcript. If your appeal is from an Unemployment Law Judge's decision, you do not need to order the transcript, because the Department of Employment and Economic Development (DEED) will automatically prepare the transcript for your appeal.

Koj yuav tau txiav txim seb koj puas xav hais kom tau cov ntawv teev rooj sib hais kom cov tsev hais plaub txiav txim dua txiav txim tau txog cov teeb meem uas koj xav hais hauv txoj kev txiav txim dua rau koj. Feem ntau, yog koj xav kom cov tsev hais plaub txiav txim dua muab cov lus sib hais tag ntawm cheeb tsam tsev hais plaub los yog lub koom haum coj los xav dua, koj yeej yuav tau hais kom tau cov ntawv teev rooj sib hais. Yog tias txoj kev txiav txim dua rau koj yog los ntawm Chaw Poob Hauj Lwm Tus Kws Phua Txim txoj kev txiav txim, koj tsis tag yuav hais kom tau cov ntawv teev rooj sib hais, vim lub Tuam Tsev Tswj Kev Ua Hauj Lwm thiab Kev Khwv Noj Khwv Haus (DEED) yuav npaj cov ntawv teev rooj sib hais rau txoj kev txiav txim dua rau koj lawm.

7.b. You will need to decide whether you will be ordering a transcript of the entire hearing or only the part of the hearing that was relevant to your appeal.

Koj yuav tau txiav txim seb koj puas hais kom tau cov ntawv teev rooj sib hais tag nrho los yog tsuas yog ib ntus ntawm lub rooj sib hais xwb thiaj tseem ceeb rau txoj kev txiav txim dua rau koj.

7.c. In order to get a transcript of your hearing, you will first need to order it from the court reporter. Then, after the court reporter prepares the transcript, the court reporter will deliver copies to whoever you direct them to deliver it to. If you are ordering a transcript for your appeal, you need to direct the court reporter to deliver copies to all other parties and to file the transcript in the district court. For this question, verify whether you have done so already.

Kom tau cov ntawv teev rooj sib hais rau koj lub rooj sib hais, koj yuav tau hais kom tau los ntawm tus neeg sau lus sib hais. Ces tom qab tus neeg sau lus sib hais npaj tau cov ntawv teev rooj sib hais, tus neeg sau lus sib hais yuav luam xa rau cov neeg uas koj qhia kom xa mus rau. Yog tias koj hais kom tau cov ntawv teev rooj sib hais rau txoj kev txiav txim dua, koj yuav tau hais kom tus neeg sau lus sib hais luam xa mus rau tag nrho cov tog neeg thiab muab ib tsab zwm cia rau hauv lub cheeb tsam tsev hais plaub. Rau nqe lus nug no, txheeb seb koj puas tau ua tag.

7.d. If you marked “no” in question 8.c., verify whether you have already ordered the transcript from the court reporter.

Yog tias koj kos “tsis tau” rau nqe lus nug 8.c., txheeb seb koj puas tau hais kom tau cov ntawv teev rooj sib hais los ntawm tus neeg sau lus sib hais.

7.e. If a transcript is available in this case, mark “no” for this question. If no transcript is available in your case, read [Minn. R. Civ. App. P. 110.03](#) to determine whether you want to work with the other party to create a “statement of the proceedings.”

Yog tias muaj cov ntawv teev rooj sib hais nrog rooj plaub no, kos “tsis muaj” rau nqe lus nug no. Yog tsis muaj ntawv teev rooj sib hais nrog koj rooj plaub, mus nyeem [Minn. R. Civ. App. P. 110.03](#) kom ntsuas seb koj puas xav ua hauj lwm nrog lwm tog neeg kom npaj tau “nqe lus teev txog cov txheej txheem sib hais.”

7.f. The district court record includes documents filed in the district court, evidence used in the hearings before the district court judge or housing court referee, and transcripts of hearings, if any transcripts were requested. Read [Minn. R. Civ. App. P. 110.04](#) to determine

if you want to agree with the other party to prepare a “statement of the record” and have the appellate courts rely on that statement instead of the district court record.

Lub cheeb tsam tsev hais plaub cov ntaub ntawv yuav muaj xws li cov zwm rau hauv cheeb tsam tsev hais plaub thiab cov pov thawj uas siv rau hauv cov rooj sib hais ntawm cheeb tsam tsev hais plaub tus kws phua txim los yog tus neeg hais txim hauv tsev hais plaub, cov ntawv teev rooj sib hais, yog tias thov kom muaj cov ntawv teev rooj sib hais. Mus nyeem [Minn. R. Civ. App. P. 110.04](#) kom ntsuas seb koj puas pom zoo ua hauj lwm nrog lwm tog neeg kom npaj tau “nqe lus teev ntaub ntawv” thiab kom cov tsev hais plaub txiav txim dua siv nqe lus ntawd es txhob siv lub cheeb tsam tsev hais plaub cov ntaub ntawv.

8. Oral argument (Hais lus sib cam)

Only attorneys can make an oral argument in the Minnesota Court of Appeals. If you do not have an attorney, neither you nor respondents will have oral argument. Even if you have an attorney, you have a choice whether you wish to request an oral argument.

Mark the box that applies in part 8.a. If you mark “yes” in 8.a., mark the location that is convenient for you in 8.b. If you live distant from the Minnesota Judicial Center in St. Paul, you can write in your district court county next to “Other” in 8.b. and the Court of Appeals may be able to schedule oral argument for you in or near the county where your district court case took place.

Tsuas yog cov kws lij choj thiaj li hais tau lus sib cam hauv Minnesota Cov Tsev Hais Plaub Txiav Txim Dua. Yog koj tsis muaj ib tug kws loj choj, koj los sis cov neeg teb plaub foob yuav muaj tsis tau kev hais lus sib cam. Txawm tias koj muaj ib tug kws lij choj los, koj yeej muaj txoj cai xaiv seb koj puas xav thov kom muaj kev hais lus sib cam.

Kos rau kem uas muaj feem xyuam rau ntu 8.a. Yog tias koj kos “tau” rau 8.a., kos qhov chaw yooj yim rau koj ntawm 8.b. Yog koj nyob deb ntawm Minnesota Judicial Center hauv St. Paul, koj sau tau rau hauv koj lub cheeb tsam tsev hais plaub ntawm ib sab qhov “Lwm qhov chaw” rau 8.b. thiab Cov Tsev Hais Plaub Txiav Txim Dua yuav teem tau sij hawm hais lus sib cam rau koj ntawm los yog ze rau lub cheeb koog uas koj rooj plaub tshwm sim muaj hauv lub cheeb tsam tsev hais plaub.

9. Type of brief to be filed (Hom lus meej yuav tau zwm)

There are three types of briefs. Read the descriptions below, then choose which type you will plan to prepare and file in your appeal. The court will carefully consider your brief, regardless of the type of brief you submit.

Muaj peb hom lus meej. Nyeem cov lus qhia nram no, ces xaiv hom uas koj yuav npaj sau thiab zwm rau txoj kev txiav txim dua rau koj. Lub tsev hais plaub yuav ua tib zoo muab koj cov lus meej los xyuas, tsis hais koj xa hom twg li.

- 1) **Formal brief (Lus meej raws kev raws cai)** (see/ xyuas [Minn. R. Civ. App. P. 128.02](#))
A formal brief includes a table of contents, a statement of the legal issues, a statement of the case and the facts, an argument, a conclusion, and an addendum*. A formal brief must be bound in a specific way, and can't just be stapled. A list of approved binding methods under [Minn. R. Civ. App. P. 132.01](#) is available at <http://mncourts.gov/Clerk-of-Appellate-Courts.aspx# ApprovedBriefBindingMethods>.

Qhov lus meej raws kev raws cai muaj cov sob teem, nqe lus teev cov teeb meem raws kev cai lij choj, nqe lus teev rooj plaub thiab cov ntsiab lus tseeb, nqe lus sib cam, nqe lus xaus thiab ntaub ntawv rhais txhawb nrog*. Muaj ib txoj kev tom cov lus meej raws kev raws cai, tsis yog cia li muab sib tom ua ke xwb. Cov hom kev tom ntaub ntawv uas pom zoo raws [Minn. R. Civ. App. P. 132.01](#) muaj nyob ntawm <http://mncourts.gov/Clerk-of-Appellate-Courts.aspx# ApprovedBriefBindingMethods>.

- 2) **Informal brief (Lus meej tsis raws kev raws cai)** (see/ xyuas [Minn. R. Civ. App. P. 128.01, subd. 1](#)). An informal brief contains a concise statement of your argument and an addendum*. It may be stapled.

Qhov lus meej tsis raws kev raws cai muaj koj nqe lus sib cam tshab thiab ntaub ntawv rhais txhawb nrog*. Muab nws sib tom ua ke tau.

- 3) **Trial memoranda, supplemented by a short letter argument (Lus txhawb kev sib foob, txhawb nrog ib tsab ntawv sau sib cam luv luv)** (see/xyuas [Minn. R. Civ. App. P. 128.01, subd. 2](#)).

If you filed a written Memorandum of Law in the district court, you may file that Memorandum as your brief, along with a short argument in letter format that addresses the district court judge's decision. This may be stapled and must include an addendum*.

Yog tias koj zwm muaj Lus Txhawb Cai (Memorandum of Law) hauv cheeb tsam tsev hais plaub, koj zwm tau Lus Txhawb uas koj qhov lus meej, nrog rau ib tsab ntawv sau

sib cam luv luv uas hais txog cheeb tsam tus kws phua txim txoj kev txiav txim. Cov no muab sib tom tau thiab yuav tsum muaj ntaub ntawv rhais txhawb nrog*.

* **Addendum to Appellant’s Brief (Ntaub Ntawv Rhais Txhawb Nrog rau Neeg Thov Kev Txiav Txim Dua Cov Lus Meej):** No matter what type of brief you file, the appellant’s brief must include an addendum (respondents may include an addendum with their brief, but the addendum is only required for appellant’s brief). The requirements for your addendum are listed in [Minn. R. Civ. App. P. 130.02](#).

Tsis hais koj zwm hom lus meej twg, tus neeg thov kev txiav txim dua qhov lus meej yuav tsum muaj cov ntaub ntawv rhais txhawb nrog (tus neeg teb plaub foob yeej muaj tau ntaub ntawv rhais txhawb nrog lawv qhov lus meej, tiam sis tus neeg thov kev txiav txim dua yuav tsum muaj ntaub ntawv rhais txhawb nrog nws qhov lus meej). Cov yuav tsum muaj nyob rau hauv koj cov ntaub ntawv rhais txhawb nrog teev muaj rau ntawm [Minn. R. Civ. App. P. 130.02](#).

- One required part of your addendum is a copy of the decision you are appealing, even if you submitted a copy of the decision in the beginning of the appeal. If the addendum to your brief does not include a copy of the decision, the Clerk’s Office will reject the entire brief.

Ib feem ntaub ntawv rhais txhawb nrog yuav tau muaj yog luam tsab ntawv txiav txim uas koj thov kev txiav txim dua rau, txawm tias koj twb luam ib tsab ntawv txiav txim xa thaum pib thov kev txiav txim dua lawm. Yog tias cov ntaub ntawv rhais txhawb nrog koj cov lus meej tsis muaj tsab ntawv txiav txim, Lub Chaw Khiav Dej Num rau Neeg Lis Ntaub Ntawv yuav tsis kam txais tag nrho cov lus meej.

- Your addendum may also contain up to 50 additional pages of documents from the record or statutes, rules, cases or other authorities that would be helpful to the court when reading your brief. However, **you cannot include any new evidence that was not presented to the district court judge.**

Koj cov ntaub ntawv rhais txhawb nrog puav leej muaj tau txog 50 nplooj ntawv ntxiv los ntawm cov ntaub ntawv teev cia los yog cov cai lij choj, cov kev cai, los yog lwm cov kws muaj cai uas yuav pab tau lub tsev hais plaub thaum lawv nyeem koj cov lus meej. Tiam sis, **koj muab ntxiv tsis tau tej pov thawj tshiab uas tsis tau muab nthuav qhia rau cheeb tsam tsev hais plaub tus kws phua txim.**

10. Names, addresses, and telephone numbers of appellant and respondents (or attorneys, if any). If respondent does not have an attorney that you know of, use respondent's name and contact information. If respondent has an attorney, use respondent's attorney's name and contact information.

Cov npe, chaw nyob, thiab xov tooj rau tus neeg thov kev txiav txim dua thiab cov neeg teb plaub foob (los yog cov kws lij choj, yog muaj). Yog tus neeg teb plaub foob tsis muaj ib tug kws lij choj uas koj paub txog, siv tus neeg teb plaub foob lub npe thiab kev sib cuag tau nws. Yog tus neeg teb plaub foob tsis muaj ib tug kws lij choj, siv tus neeg teb plaub foob lub npe thiab kev sib cuag tau nws.